**The Basics™—Implementation Documentation Template**

| STEP 1: Recruit a Point Person and Initial Champion(s) |
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| Name | Contact | Role |
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| STEP 2: Review the Toolkit and Brainstorm Uses |
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| 🗸 Videos 🗸 Implementation Guides 🗸 Handouts 🗸 Presentations 🗸 Posters 🗸 Research and Evaluation |

*The Basics Community Toolkit is available at* [*http://boston.thebasics.org/en/community-toolkit/*](http://boston.thebasics.org/en/community-toolkit/)

| STEP 3: Engage Others in Your Organization |
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| Who else needs to be engaged? | How? (E.g., Watch Basics videos, discuss PowerPoint presentation) | When? | Where? |
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| STEP 4: Develop and Document Your Implementation Plan |
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| What will be done? | By whom? | When? | Basics Materials and Other Resources Needed |
| * Display posters and materials
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| * Show videos
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| * Share the Basics in one-on-one conversations
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| * Share the Basics in group sessions
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| * Promote the Basics on social media or other communications channels
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| **Questions to Consider (and jot down brief responses to)*** How do you plan to initiate sharing the Basics in your organization?
* How do you plan to prepare and support your staff to share the Basics?
* What (if any) forms of additional training might be beneficial?
* How will you reinforce parents’ and caregivers’ initial exposure?
* How can you support and perhaps even integrate efforts with other Basics champions in your community?
* What forms of data will you collect to track progress? What relevant forms do you already collect?
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| STEP 5: Print or Order Basics Materials  |
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| Basics Materials Needed | Quantity | Basics Materials Needed | Quantity |
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***Download*** *and* ***print*** *from the Basics Community Toolkit website or* ***contact*** *your local Basics leaders about ordering materials.*

| STEP 6: IMPLEMENT YOUR PLAN! |
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| STEP 7: Reflect and Update Your Plan  |
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| * Find a time to meet as a team.
* Share what people in the organization have experienced implementing the Basics.
* Review data on implementation activities and progress.
* Identify things that are working well and things that you could improve.
* Update your implementation plan in response to this discussion.
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| STEP 8: Tell Us How You’re Doing |
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| * Please share your progress and feedback at info@thebasics.org!
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| **Notes** |
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